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June 16, 2015

TO: Each Supervisor

FROM:

Cynthia A. Harding, M.P.H.
Interim Director

SUBJECT: **NOTIFICATION OF THE USE OF DELEGATED AUTHORITY TO EXECUTE
AN AMENDMENT TO COUNTY CONTRACT NUMBER PH-002511 WITH THE
REGENTS OF THE UNIVERSITY OF CALIFORNIA, LOS ANGELES FOR
PUBLIC HEALTH EMERGENCY PREPAREDNESS AND RESPONSE**

This is to notify you that I am exercising the delegated authority approved by your Board on June 6, 2012, to amend existing service agreements related to public health emergency preparedness and response, through June 30, 2017, with contract maximum obligations not to exceed \$500,000 per service agreement, per grant term, 100 percent funded by the Centers for Disease Control and Prevention (CDC) Award for Public Health Emergency Preparedness, subject to review and approval by County Counsel, and notification to your Board and the Chief Executive Office.

Under this authority, I will amend County Contract Number PH-002511 with The Regents of the University of California, Los Angeles (UCLA), to revise the scope of work and effect a budget modification for the 2015-16 term, 100 percent offset by CDC Notice of Award Number 5U90TP000516-04, with no change in the total maximum contractual obligation of \$570,000 (\$200,000 for the 2013-14 grant term; \$190,000 for the 2014-15 grant term; and \$180,000 for the 2015-16 grant term).

The budget modification revisions include an increase in the Employee Benefits, Travel, and Supplies categories due to an increase in the personnel benefit percentage, travel required to attend meetings and conduct interviews, and the cost of project supplies needed for meetings and trainings; and a decrease in the Salaries, Consultant/Contractual, and Other categories due to projection of staff time allocated to this project being less than originally budgeted.

The revisions to the scope of work include participation in project evaluation components, and support of programmatic content development, as described below.

Under this amendment, UCLA will continue to focus on core project components related to planning and implementing community resilience activities of the Los Angeles County Community Disaster Resilience (LACCDR) project including contributing to project evaluation

components specific to community resilience topics and services with community coalitions in project-related meetings and trainings. In the 2015-16 term, UCLA will provide consultation, technical assistance, and administrative support for LACCCR project evaluation activities and increase its contribution to presentations and publications regarding the LACCCR project. Specifically, UCLA will complete the following evaluation activities: submit guides, methods, and final results of collected qualitative data and evaluation information gathered at community events and meetings; conduct interviews with project partners and facilitators; and provide content updates to the external LACCCR project website. Additionally, UCLA will continue to support and contribute to the following activities: 1) community resilience development/revision of the emergency preparedness toolkit; 2) consultation and technical assistance to the LACCCR project development committee, in addition to support of community coalitions for the purpose of administrative support, project evaluation, and community forums; and 3) engagement with community coalitions regarding training, outreach, and other resources for project implementation.

County Counsel has reviewed and approved this Amendment as to use and this delegated authority action.

If you have any questions or require additional information, please let me know.

CAH:bh
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c: Interim Chief Executive Officer
County Counsel
Acting Executive Officer, Board of Supervisors